

**NOTICE OF VACANCY
September 18, 2020**

POSITION: Assistant Director of Libraries

DEPARTMENT: Library

SALARY RANGE: \$94,643.00 - \$114,520.00

HOURS: Monday-Friday 37.5 hours per week. some evenings and weekends required

Position Purpose:

- The Assistant Library Director is responsible for assisting the Director in the administration of the Library operations.
- Work includes supervising and scheduling the work of employees, assessing and implementing policies and procedures, planning programs and events, and representing the Library at various meetings.
- Assumes responsibility as department head during temporary absences of the Director. Employee is required to perform all similar or related duties.

Nature and Purpose of Relationships: Maintains collaborative, positive working relationships with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assists Director by analyzing policies, procedures and services; suggests actions necessary to achieve most efficient and effective results.
- Facilitates communication between Library administration, staff and patrons; assesses impact of decisions on interdepartmental operations and relations.
- Schedules public service staff for summer hours and Sunday openings.
- Writes grants and reports, including annual statistical report for state aid.
- Assists in editing monthly newsletter.
- Prepares weekly payroll for public service staff.

- Screens, interviews and makes recommendations regarding the hiring of new personnel.
- Attends monthly meetings of Library Trustees and meetings of other City Boards and Committees as required.
- Serves as Library's representative to and as a member of the board of various organizations and committees.
- Plans programs and events for the community based on needs or interests.
- Responds to staff and patron suggestions, resolves patron complaints, makes frequent contact with the media and public to discuss Library events and activities.
- May provide reference assistance, place annual periodical order, select and order non-fiction DVD's for collection.

Confidentiality: In accordance with public records law, employee has access to collective bargaining negotiations, lawsuits, personnel files and confidential information of the department.

Accountability: Consequences of errors or poor judgment may include missed deadlines, adverse public relations, monetary loss, labor/material costs, and jeopardize programs.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting, and applying state and departmental policies, rules and regulations.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized factfinding techniques; or determining the methods to accomplish the work.

Recommended Minimum Qualifications:

Education, Training and Experience:

Must have a Master's Degree in Library Science, and five to seven (5-7) years of Library administration and supervisory experience; or an equivalent combination of education and experience.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of Library science and information practices and procedures. Knowledge of personnel administration, grant writing, budgeting, purchasing, programming, and computer operations.

Abilities: Ability to oversee Library operations and supervise employees, communicate effectively both orally and in writing, and to plan and prioritize tasks. Ability to access the internet to obtain information in support of department operations.

Skills: Skill in assessing the needs of the community, and developing programs and services to meet the needs of the community. Skill in business administration, statistics, analysis, and budget administration.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy and computer paper.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer or climbing a ladder.

Visual Skills: Position requires the employee to routinely read documents and reports for analysis and understanding.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Time spent standing, walking, and sitting. Lifting, pushing/pulling, or carrying of objects weighing up to 10 pounds with occasionally a maximum of 40 pounds. Climbing, stooping, kneeling, crouching, crawling, twisting, bending, and squatting. Repetitive movements of the hands.

Supervision:

Supervision Scope: Employee works under the general direction of the Director of Libraries. Employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervision Received: Employee works under the general direction of the Director of Libraries.

Supervisory Given: Employee is responsible for the direct supervision of twenty-five (25) full time and sixty (60) part-time employees, with time spent assigning, checking and reviewing the work of subordinates. Supervisory responsibility includes direct accountability for work results. Employee is also responsible for assisting in budget development and control for the department, and may act as the department head during absences. A large number of employees are located in a separate location than the supervisor, and the workload is subject to fluctuations that can be planned for in advance.

Job Environment: Work is performed in a Library setting. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The employee is required to work beyond normal business hours in order to attend evening meetings and in accordance with the Library's hours of operation.

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